

CONFIDENTIAL

## ROUTING AND RECORD SHEET

CS ~~RECORD~~  
FILE REM-8

SUBJECT: (Optional)

Procedures for Certifying Work Orders

FROM:

Policy Branch/PPG /

EXTENSION

NO.

DATE

19 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/POL BR

7/22/85

JR

Several months ago, I received a call from a senior RPD editor who inquired if the procedures outlined in [ ] paragraph 9(2)(b) on subject were still in effect.

2.

3.

C/PPG

7/22/85 mhu

4.

5.

DD/P&amp;M

7/22 7/22

6.

C/PPG

7/23 mhu

7.

C/POLICY

7/25/85 JR

8.

OS/Registry

9.

Upon his departure, she took an informal survey of the newer employees in her office to ascertain if they were aware of the proper procedure. None were aware of it.

After discussing this incident with PPG managers, it was agreed that an HN would be in order. Thus PAS was tasked to initiate action on subject (see attached BASIC).

A memorandum has been prepared for forwarding to C/RPD requesting publication of the attached HN, edited by PPG.

Your signature is requested.

3 to 5: your signature also requested on note to SEG.

10.

11.

12.

13.

14.

15.

No Thanks!

CONFIDENTIAL

MEMORANDUM FOR: Chief, Regulatory Policy Division/OIS

25X1 FROM:

[redacted]  
Deputy Director of Security  
Policy and Management

25X1 SUBJECT: Proposed

[redacted]

25X1 1. It has come to the attention of this Office that many  
25X1 Agency personnel, especially those entering on duty within the  
past 10 years, are not aware of and are not following the  
procedures outlined in [redacted], paragraph 9(2)(b) (see  
attachment 1) when certifying work orders. [redacted]

25X1 2. Accordingly, it is requested that the attached HN (see  
attachment 2) be published and distributed to all employees.  
[redacted]

25X1 3. Please direct any questions on subject to [redacted]  
25X1 [redacted] Policy and Plans Group on [redacted]

25X1 Attachments

[redacted]

OFFICIAL  
FILE  
COPY  
Form 5-57 163

SIGNATURE

DD/  
PRM

25X1 [redacted]  
25X1

[redacted]

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ATTACHMENT  
1

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Next 1 Page(s) In Document Denied

ATTACHMENT  
2

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C/POL BR

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C/PPG

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DD/P&M

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25X1

# ROUTING AND RECORD SHEET

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Procedures for Certifying Work Orders

25X1

FRC

EXTENSION

NO.

25X1

Chief, Policy and Plans Group  
6S04 Stafford

DATE

7 May 1985

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1

25X1

1. C/OPS/PTAS

2. ATTN: C/PSD

3. It has come to the attention of this office that many Agency personnel, especially those entering-on-duty within the past ten years, are not following the procedures outlined in paragraph 9(2)(b), (see attachment) when certifying work orders.

4.

5.

6.

7. C/SEG confirmed that this procedure is not currently stressed in EOD briefings; he did indicate, however, that it could easily be incorporated in the Office Procedures section of the EOD briefings. In the interim, it has been suggested that a Headquarters Notice be published to remind all employees of the proper procedure, provided it is still deemed good policy.

8. Please review this policy for validity, and forward to PPG your comments and suggestions for a Headquarters Notice.

9. Please address any questions to

10.

11.

12.

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25X1

14. Suspense date: 24 May 1985

25X1

25X1

FC  
I-

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